

City of Upland



UPLAND CITY EMPLOYEE ASSOCIATION BENEFITS SUMMARY

HEALTH INSURANCE - CAFETERIA PLAN

Benefit options: Kaiser and Anthem medical plans, Delta Dental and Metlife dental plans, VSP and Eye Med Vision Plans. Employee must pay the difference between city contribution and actual premium of the plan (s) selected.

Employees hired PRIOR to 3/1/2016:

- \$1,267.00 per month cafeteria plan allowance effective 1/1/2020

Employees hired ON OR AFTER 3/1/2016:

- Monthly cafeteria allowance is 100% of the lowest cost medical, dental, and vision plans to a MAXIMUM of \$1267.00 based on selected coverage level (employee only = \$686.45 employee +1= \$1267.00, employee+2 or more = \$1267.00).

BENEFITS BEGIN 1ST OF THE MONTH FOLLOWING 30 DAYS CONTINUOUS EMPLOYMENT—Must enroll at time of hire or annual open enrollment only.

LIFE INSURANCE (METLIFE)

- City paid life and AD&D
- 1 X annual salary
- Employee may cover dependents for additional cost

FLEXIBLE SPENDING & SUPPLEMENTAL INSURANCE

- Available through American Fidelity Assurance Co.
- Section 125 Health and Dependent Care flexible spending plans and HSA
- Supplemental life, accident, critical illness insurance

LONG TERM DISABILITY

- 66 2/3% of base salary to a max of \$5,000/month after 60 days or use of all sick leave, whichever is later.
- If sick leave is exhausted prior to the end of 60 pay period, employee may use other accrued leaves.

PREVENTATIVE HEALTH

- Reimbursement up to \$100 per year for purchase of items, classes, memberships or programs which contribute to physical fitness.
- Reimbursement will be made in June each year
- Items considered acceptable are defined in City of Upland's policy on Preventative Health Benefits

UNIFORM ALLOWANCE

- \$200 per year after 12 months of employment for Business License Inspector and Building Inspectors
- \$300 per year for the following Police Department employees: Animal Services Officer, Police Dispatcher, Police Records Specialist, Police Service Technician, Forensic Specialist, and Code Enforcement Officer
- Payment in December of each year
- Uniform service will be provided to all general field personnel required to wear uniforms

WORK BOOTS

- Two pair of steel-toed work boots (up to \$125.00 per pair) will be provided annually upon proof of need to department due to condition of boot.
- Refer to MOU for eligible classifications.

COMMERCIAL DRIVER'S LICENSE PHYSICAL EXAM

- Cost of physical and renewal of Commercial Driver's License shall be paid every two years (or as required) for qualified employees

RETIREMENT - CalPERS

"Classic Members" (Members currently enrolled in CalPERS prior to 1/1/2013 with no greater than 6 month break in service)

- 2.5 % AT 55, single highest year
- Employee pays 8% of salary
- 1959 Survivor's Benefit, 3rd level survivor benefit

"Classic Employees" (Members currently enrolled in CalPERS prior to 1/1/2013 with no great than 6 month break in service), hired after January 1, 2020

- 2.5 % AT 55, single highest year
- Employee pays 8% of salary and 1.4% cost share
- 1959 Survivor's Benefit, 3rd level survivor benefit

"PEPRA Members" (Members never enrolled in CalPERS or members who have greater than 6 month break in service)

- 2 % AT 62, 3 final years of employment
- Employees hired or promoted after 1/1/2013 pay 7.25% of salary;
- 1959 Survivor's Benefit, 3rd level survivor benefit

DEFERRED COMPENSATION

- Empower Retirement 457 Plan, Roth 457 option
- Effective September 1, 2019, \$100 per month will be contributed to each employee
- Employee may make additional voluntary contributions

TAXES

- Federal law requires all new employees and the City to each contribute 1.45% of salary to Medicare
- The City does not pay into Social Security

RETIREE BENEFITS

- Retirement Health Savings (RHS) Accounts through Mission Square with City contributions on employee's behalf beginning at **5 years** of continuous service. Available only upon service or disability retirement from the City of Upland.

"The City of Gracious Living"

City of Upland



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EDUCATIONAL INCENTIVE

- Available after 2 years of City service (job-related degree must be awarded on or after reaching 2 years service).
- One-time payment of the applicable percentage of annual base salary
- AA/AS with 2 years = 5%
- BA/BS with 2 years = 7.5%
- MA/MS with 2 years = 10%

WATER CERTIFICATION TRAINING & PAY

- Certification and recertification training, time and supplies will be paid for all Water Division staff as required by position
- Eligible employees will receive 5% for each certification listed in their assigned classification above those required at hire
 - Sr. Water Treatment Operator—T 4/5 or D4 = 10% max
 - Water Treatment Operator—T 2/3 = max 10%
 - Senior Utility Worker—D 4/5 = max 10%
 - Utility Worker—D 2/3 = max 10%

LONGEVITY PAY

- 2.0% of base salary with 10 yrs. of continuous service (merit based, refer to MOU)
- 2.5% of base salary with 20 yrs. of continuous service

BILINGUAL PAY

- \$100/month for utilizing bilingual skills a substantial portion of the time, if not required as condition of employment in position
- Employee must be certified by testing; arranged for by Human Resources

STANDBY

- Employees assigned to standby duty receive prevailing minimum wage, for 2 hours Monday-Thursday, 8 hours on Friday, Saturday, Sunday and Holidays. Standby for Upland Hills Treatment Plant is 8 hours on Friday.
- \$50 per day for non-sworn police personnel on standby for Court.
- Refer to MOU for further details

MATRON PAY

- Female Dispatchers are designated as Matrons and receive 2.5% salary differential
- Female Police Service Technicians and female Forensic Specialists are eligible if assigned Matron duties

CALL-BACK PAY

- Time and one half, for a minimum of 2 hours, if called out after regular hours and the employee has worked over 40 hours a week.
- Applies when situation is not known in advance.

CLASSIFICATION & COMPENSATION

- Each classification is assigned a pay range number
- Each pay range is thirteen (13) basic steps with 2.5% between steps
- Advancement through the steps are two (2) steps at a time
- Employees who begin at Step 1 of range advance after 6 months to Step 3
- Employees who begin higher than Step 1 of the range advance 2 steps after 12 months
- Maximum Step is thirteen (13)

PAYCHECKS

- Paychecks are issued every other Thursday. The paycheck on Thursday covers the prior two week period worked from Sunday morning (12:01 a.m.) through midnight Saturday (12:00 a.m.)
- There are usually 26 pay-periods per year

VACATION

- 1-2 years = 80 hours/yr.
- 3-5 years = 96 hours/yr.
- 6-10 years = 128 hours/yr.
- 11-16 years = 136 hours/yr.
- 17+ years = additional day per year to a max of 176 hours
- Maximum of three years of entitlement may be banked
- Vacation use is generally approved after probation

VACATION BUYBACK

- May be paid cash for unused vacation for up to 60 hours if have used at least 40 hours of vacation in a calendar year
- Payment will be made in December

HOLIDAYS/FLOATING HOLIDAY

- 40 hours of floating holiday per calendar year
- Floating holiday must be used within the calendar year or it will be removed from the books as of December 31st each year
- Based on 10 hour day
- See MOU for approved City Holidays

SICK LEAVE

- 8 hours per month to a maximum of 1250 hours
- No use during first 30 days of employment

BEREAVEMENT LEAVE

- Up to 30 hours with pay per occurrence in the event of death in immediate family (refer to MOU)
- May use up to 5 consecutive days accrued sick leave for death of a relative up to 2 generations removed

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Updated: 01/01/2022